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Deputy Court Clerk

Jefferson County Clerk of Circuit Courts seeks a full-time Deputy Court Clerk to provide customer service, retrieve and copy files, sort and distribute mail, update Law Library with incoming materials, and dockets, scans and attaches documents to the proper case in the CCAP database. Position may also include taking minutes in court, swearing in witnesses, marking exhibits and other duties as assigned. Starting Wage: \$13.59 to 15.36, based on experience/education

Minimum Requirements: High school diploma with previous computer experience and 1-2 years general office experience, with high attention to detail or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Customer service, general bookkeeping and/or legal terminology knowledge and experience highly preferred.

Application deadline is April 19, 2016. Application and position details are available at www.jeffersoncountywisc.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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